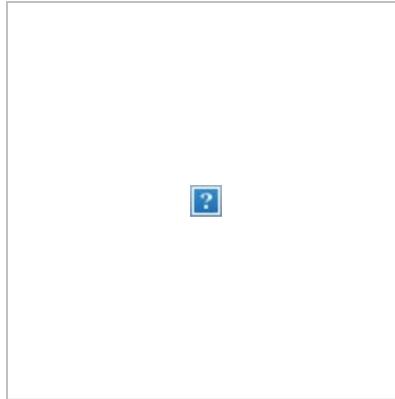


From: [myFSS No Reply](#)
To: [GALLEGO, JAIMIE D Lt Col USAF AFRC ARPC/DPAA](#)
Subject: AGR Separations through Voluntary Curtailment or Organic Date of Separation
Date: Friday, August 23, 2024 11:06:01 PM



AGR Management continues to actively work on streamlining our processes through the ARPC EVOLVE initiative. As part of this effort, let's explore AGR Separations. If any AGR member is considering separation from the program or retirement, it's crucial to follow the steps outlined below. This will help facilitate a smooth and efficient process for both the member and AGR management.

As previously communicated, AGR Management utilizes MyVector for all AGR Management Requisitions (Talent Marketplace), inquiries (My Applications), and ACD boards (RE Boards).

*To begin the curtailment process, follow the steps below NLT 6 months from your requested curtailment date:

Unit AGRs – Separation by Voluntarily Curtailing your AGR tour end date.

If you are a Unit AGR ending your current order before your AGR tour date concludes, with the intention of transitioning to a new status or component (such as changing to TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose “ARPC AGR Assignments.”
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of applications served by AGR Management.

5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
 6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents for download.
 7. **Download Worksheets:** Download both the Pre-Separation Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
 8. **Complete Pre-Separation Worksheet:** Fill out the Pre-Separation Worksheet and provide your follow-on information to your FSS/MPF via AF2096 or AF1288.
 9. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
 10. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet as part of your My Applications request to AGR Management. You’ll find this under your Application History.
- Note:** If signatures are required for Time on Station (TOS), AGR Management will handle obtaining them from the ARPC routing sequence once your application is submitted.
11. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They’ll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) in MilPDS accordingly.
 12. **MPF/FSS Actions:**
 - You’re losing MPF/FSS will generate your DAF 100 (separation order) and project you to your next assignment.
 - You’re gaining MPF/FSS will complete the necessary actions in MilPDS related to your new status or component.

HQ AGRs – Separation by Voluntarily Curtailing your AGR tour end date.

If you are a HQ AGR ending your current order before your AGR tour date concludes, with the intention of transitioning to a new status or component (such as changing to TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access the MyVector platform using your credentials.
2. **Navigate to “My Applications”:** Once logged in, go to your Dashboard, and select “My Applications.”
3. **Select “ARPC AGR Assignments”:** Within the Applications Dashboard, choose “ARPC AGR Assignments.”
4. **Open the Menu of Applications:** Click the arrow pointing down to expand the menu of

applications served by AGR Management.

5. **Choose “Voluntary AGR Curtailment Request”:** Locate and select the option for “Voluntary AGR Curtailment Request,” then click “Apply.”
 6. **Access Documents:** On the left-hand side, find the “Documents” section. Click the arrow to open all available documents for download.
 7. **Download Worksheets:** Download both the Pre-separations Worksheet and the Voluntary Curtailment Worksheet from the Documents drop-down menu.
 8. **Complete Pre-Separation Worksheet:** Fill out the Pre-Separation Worksheet and obtain the necessary endorsements on your AF 1288 (up to the 2nd endorsement) from your gaining unit.
 9. **Coordinate Voluntary Curtailment Worksheet:** Complete the Voluntary Curtailment Worksheet and obtain all required signatures (e.g., NAF/CC, AFRC/A3, etc.).
 10. **Upload Completed Worksheet:** Submit the completed Voluntary Curtailment Worksheet and AF 1288 as part of your My Applications request to AGR Management. You’ll find this under your Application History.
- Note:** If signatures are required for Time on Station (TOS), AGR Management will handle obtaining them from the ARPC routing sequence once your application is submitted.
11. **AGR Management Review and Update:** If everything is accurate on your curtailment worksheet, AGR Management will modify your AGR Order. They’ll provide an AROWS-R tracking number in the application and update your Date of Separation (DOS) and project your HQ AGR separation in MilPDS accordingly.
 12. **Log in to MyFSS:** Type “3079” in the search bar. Select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
 13. **Create Request in MyFSS:** Select “Create Request” and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
 14. **Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
 15. **Confirmation and Gaining FSS/MPF:** AGR Management will then confirm your MilPDS separation. Once confirmation is complete, you’re gaining FSS/MPF can in-turn gain you in MilPDS.

DAF 100 Entitlements: *Your DAF 100 will list your entitlements for leaving the AGR program. Note: Your current AGR order is not used for entitlements when leaving the AGR program.*

Completion of DAF 100 and DD Form 214: *The DAF 100 must be completed before the separation is confirmed in MILPDS. This step is crucial to avoid any issues with benefits or*

entitlements (e.g., obtaining a DD Form 214). If you fail to provide this information to AGR Management, you may be placed in the Individual Ready Reserve program.

Unit AGRs – Separating on your AGR tour end date (current order end date)

If you are a unit AGR and are separating from the AGR program on your tour end date and are changing status to (e.g., TR, ART, ANG, RegAF, IMA, or IRR), please follow these steps:

1. **Log in to MyVector:** Access your MyVector account.
2. **Select “My Applications”:** Navigate to the “My Applications” section on the My Vector Dashboard.
3. **Choose “ARPC AGR Assignments”:** Under the Applications Dashboard, select “ARPC AGR Assignments.”
4. **Open the MENU of Applications:** Click on the arrow pointing down to open the menu of applications related to AGR Management.
5. **Submit AGR Management General Inquiry:** Locate and click on “AGR Management General Inquiry,” then click “Apply.”
6. **Access Documents:** On the left-hand side, find the “Documents” section and click on the arrow pointing down to open all available documents .
7. **Download and complete the Pre-separation Worksheet:** Download the Pre-separation Worksheet, complete it, and submit it along with your AF 1288 or AF 2096 containing your follow-on assignment information to your losing FSS/MPF.
8. **Return to Your FSS/MPF:** For the following actions:
 - Completion of your DAF 100
 - Processing of your AF 1288/AF 2096
 - **Losing MPF/FSS Projection:** You’re losing MPF/FSS will project your next assignment.
 - You’re gaining MPF/FSS will complete the necessary actions in MilPDS related to your new assignment.

Important Note: *Your DAF 100 will list your entitlements for leaving the AGR program. Keep in mind that your current AGR order is not used for entitlements when leaving the AGR program.*

HQ AGRs – Separating on your AGR tour end date (current order end date)

If you are a Headquarters AGR member and are separating from the AGR program on your tour end date, but you did not receive an AGR 180-Day Report application through MyVector, please follow these steps:

1. **Log in to MyVector:** Access your MyVector account.
2. **Select “My Applications”:** Navigate to the “My Applications” section on the MyVector Dashboard.
 1. **Choose “ARPC AGR Assignments”:** Under the Applications Dashboard, select “ARPC AGR Assignments.”

2. **Open the MENU of Applications:** Click on the arrow pointing down to open the menu of applications related to AGR Management.
3. **Submit AGR Management General Inquiry:** Locate and click on “AGR Management General Inquiry,” then click “Apply.”
4. **Access Documents:** On the left-hand side, find the “Documents” section and click on the arrow pointing down to open all available documents.
5. **Download and complete the Pre-separations Worksheet:** Download the Pre-separation Worksheet, complete it, and submit it along with your AF 1288 containing your follow-on assignment information to AGR Management. Follow the prompts in the application, and once the documents are uploaded, click “submit form.”
6. **DPAAG Projection in MilPDS:** AGR Management will project your HQ AGR separation in MilPDS.
7. **Log in to MyFSS:** Type “3079” in the search bar. Select “Separation Orders” to request your DAF 100 (separation order) from HQ AFPC.
8. **Create Request in MyFSS:** Select “Create Request” and follow the prompts. Upload your completed Pre-Separation worksheet and AF 1288 in your article 3079 request. Your Terminal Leave Date will be your curtailment DOS. **DO NOT ACCESS vMPF** for any actions and be detailed in your request, stating that you are an HQ AGR separating from the AGR program.
9. **11. Upload Completed DAF 100:** Once you have your completed DAF 100, upload it to your My Applications (MV-), under Application History within the application you previously submitted.
10. **12. Confirmation and Gaining FSS/MPF:** AGR Management will then confirm your MilPDS separation. Once confirmation is complete, you’re gaining FSS/MPF can in-turn gain you in MilPDS.

DAF 100 Entitlements: Your DAF 100 will list your entitlements for leaving the AGR program. **Note:** Your current AGR order is not used for entitlements when leaving the AGR program.

Completion of DAF 100 and DD Form 214: The DAF 100 must be completed before the separation is confirmed in MILPDS. This step is crucial to avoid any issues with benefits or entitlements (e.g., obtaining a DD Form 214). If you fail to provide this information to AGR Management, you may be placed in the Individual Ready Reserve program.

We appreciate your patience and understanding as we continue our EVOLVE journey to cut non-value-added process steps and streamline program processes.

Very Respectfully,

Chief, Assignments Division

